



JOB DESCRIPTION

Title: **DEPUTY FOR LEGISLATION AND COMMUNICATIONS**

Department: Mayor

Class Code: 0655

FLSA Status: Non-Exempt

Effective Date: July 1, 1998 (Rev 07/2005)

Grade Number: Grade 21

GENERAL PURPOSE

Under the direction of the Chief of Staff: directs state legislative activities; provides assistance with intergovernmental relations; oversees a variety of city communications; develops presentations and coordinates special projects; serves as Acting Chief of Staff when necessary. This is a highly confidential position involving independent work with elected and appointed officials.

EXAMPLE OF DUTIES

- *-- Monitors issues and attends all forums where legislation is discussed. Develops and maintains a working relationship with state legislators. Provides in depth policy research and analysis on legislation which involves discussion with elected and appointed officials and private sector representatives. Works with other municipal jurisdictions and organizations including, but not limited to, the Utah League of Cities and Towns, Salt Lake Council of Governments, and Salt Lake County Association of Municipal Mayors, to maximize efforts and influence legislative outcomes.
- *-- Works closely with Chief of Staff to represent Murray City to outside organizations. Monitors issues and conveys policy positions to elected and appointed officials and organizations including, but not limited to, the Utah League of Cities and Towns, Salt Lake Council of Governments, and Salt Lake County Association of Municipal Mayors. Represents the Mayor's office in a variety of capacities.
- *-- Assists Chief of Staff with a variety of communication and information needs both in writing and verbally to internal and external organizations. Assists with media relations.
- *-- Manages access television program for Murray City. Responsible for new programs and oversees production with partners. Coordinates current programming with city departments, elected officials, education and other partners and investigates technological opportunities.

- *-- Develops presentations to be used by the Mayor with a variety of organizations and constituency groups. Works on special projects as directed by the Chief of Staff.
- Performs a variety of related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's Degree in political science, public administration, business management or related field plus two (2) years experience in government either at the federal, state, county or municipal level, or any equivalent combination of education or experience. Would prefer demonstration of some direct experience with an elected official.

Necessary Knowledge, Skills and Abilities

- Working and proven knowledge of the state legislative process.
- Extensive experience in researching, writing, and analysis.
- A general understanding of the organization of government at all levels including federal, state, county and municipal.
- Good organizational skills.
- Ability to communicate with a variety of people including citizens, department heads and elected officials both verbally and in writing.
- Ability to act as Chief of Staff when necessary.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing and spreadsheet; phone; copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is regularly required to stand and walk.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting, some traveling by car or plane may be required. Work is performed at the State Capital Building 50-60 days each year. The noise level in the work environment is usually quiet in the office and moderate while traveling and at the Capital.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.